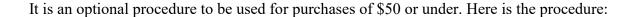
URI Student Senate Organization CHECK REIMBURSEMENT REQUEST

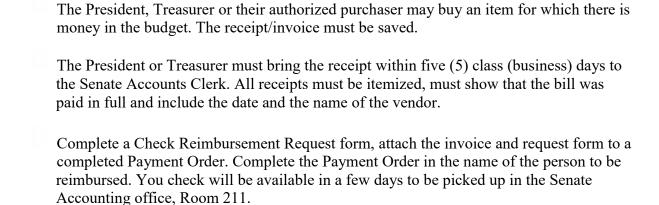
(Step-by-step directions for applying on the reverse side)

Organization name:	Today's date:
Contact email address:	Contact phone #
Campus address:	
President's signature:	Treasurer's signature:
(description)	\$ (amount)
Applicable rules apply:	
You cannot divide a purchase in to 2 separat \$50. Completed paperwork and receipt must be to	
There will be no exceptions to this pure Explanation for expense for which you are reque	
Name of individual to be paid: (please print)	
	(signature of Accounts Clerk)

(over please)

Check Reimbursement





If you use this procedure to buy something that your budget does not have the money to pay for, you will not be reimbursed. By using this procedure, you are assuming responsibility for purchases. Records of previous reimbursements are kept and any organization found to be abusing the process would find its check reimbursement privileges indefinitely suspended.

Important! UNDER NO CIRCUMSTANCES will receipts that have been "split" to cover expenses which exceed the \$50 limit be paid! There will be no exceptions to this policy.